

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS

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All Pike County Board of Education meetings shall be open to the public, and all informal meetings and conferences involving Board members shall be conducted as public meetings unless specifically exempted by Alabama Statutes. The Pike County Board of Education may take no official action at any time other than an official meeting.

- I. Regular Pike County Board of Education meetings shall be established at the organizational meeting held in November. The regular meeting date may be changed by Board action at any previous meeting or at the direction of the Superintendent and/or Board President, provided that each member is notified. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
- II. Regular, special, and emergency meetings of the Pike County Board of Education shall be held in the regular Board meeting room.

Any regular or special meeting may be held at any other appropriate public place within the system by giving prior public notice.

- III. Board members shall receive notice of each regularly scheduled Board meeting, including an unapproved agenda, at least seventy two (72) hours prior to regular Board meetings. The Superintendent shall, whenever possible, notify or cause to be notified, all Board members at least twenty-four (24) hours prior to special meetings.
- IV. All Pike County Board of Education meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*. A majority of the Board shall constitute a quorum for the transaction of business. An official act of the Board shall require a majority vote of the total membership.
- V. Any item to be placed on the agenda of a regular Pike County Board of Education meeting shall be submitted in writing to the Superintendent's office no later than four o'clock (4:00 p.m.) on the Wednesday preceding the regularly-scheduled board meeting. This rule shall not preclude the right of any citizen to address the Pike County Board of Education; however, except for good cause as provided herein, the Pike County Board of Education shall not take action on any substantive proposal until such matter has been formally placed on the Board agenda. Copies of the tentative agenda for regular meetings shall be made available prior to the scheduled meeting. Copies of the agenda for a special meeting shall be prepared.

Any citizen desiring to be placed on the agenda shall file with the Superintendent, by twelve o'clock (12:00) noon at least seven (7) working days prior to a meeting,

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a request to be placed thereon. Such request shall contain the following information:

- A. The name and address of the person making the request;
- B. The organization or group, if any, represented;
- C. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request;
- D. Specific action desired of the Pike County Board of Education.

The Board may, by a majority vote, have an item placed on the agenda which did not meet the time deadlines.

If any information is to be presented in the form of a statement that might be considered derogatory or of a serious nature, such shall be presented in writing.

- VI. The Board encourages citizen participation at meetings for the purpose of communicating matters important to the improvement of the school district. The President or presiding officer shall be able to regulate and control public participation. Any concerns or complaints about Board actions or operations may be addressed directly to the Board. Comments involving specific concerns related to instruction, discipline, or learning materials are to be addressed at specified levels in the following order:
 - A. Teacher
 - B. Designated building-level employee, if applicable (athletic director, counselor, assistant principal, etc.)
 - C. Principal
 - D. Designated Central Office Staff Member, as determined by the Superintendent
 - E. Superintendent
 - F. Board of Education

Complaints about school personnel will be investigated by the administration prior to any consideration or actions by the Board. At no time, however, shall the remarks of any person be focused as a personal attack. If such an attack occurs, the President or presiding officer of the Board shall proceed to terminate the citizen's time on the agenda.

- VII. A time for public comments regarding agenda items will be provided at each meeting. Each speaker shall be allotted no more than three (3) minutes to speak. In the case there is a delegation, all of whom wish to address a common or

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similar concern, they may select one or two persons to speak on their behalf. The entire public participation period is limited to no more than ten (10) minutes.

VIII. A majority shall constitute a quorum for any Pike County Board of Education meeting. Unless a majority is present, no meeting can be convened.

IX. The official minutes of the Pike County Board of Education shall be kept as prescribed by Alabama statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and the vote or action thereon must be recorded. Other relevant information as determined by the Superintendent may be recorded.

X. The Pike County Board of Education may vote in a legally called meeting and, upon approval of the majority of the whole Board, may hold executive sessions for specific purposes in accordance with the Alabama Open Meetings Law. All matters discussed by the Board in executive session shall be regarded as confidential by all persons in attendance and shall not be divulged to the public. No minutes shall be kept of executive session discussions. Nothing having the effect of regulation, policy or official action of any kind shall be decided in executive session.

XI. There shall be no representation by proxy of any Pike County Board of Education member.

XII. All Pike County Board of Education meetings shall be in accordance with the Alabama Open Meetings Act, including public notice concerning the time, date, and place.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-12-3, 16-13-140,
13A-14-2, 36-12-2, 41-13-1, 13-5-1, 16-8-3, 16-8-4
Alabama Open Meetings Act No. 2005-40**

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ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: JUNE 22, 1987

REVISION DATE(S): FEBRUARY 16, 2009

**FORMERLY: BC; BCA; BCAB; BCAC; BCB; BCBA; BCBB; BCBC;
BCBD; BDBF; BCBG; BDBH; BCBH; BCBI; BCBK**